

Handout 9

Sample Agenda for Team Collaboration Meetings

Grade Level: _____	Date: _____	Time: _____
Facilitator: _____	Recorder: _____	Timekeeper: _____
Members Present: _____ _____		
FOLLOW-UP FROM LAST MEETING (5-7 minutes)		
Last Meeting's Data/Instructional Focus: Agreed Upon Action to Be Taken: Successes: _____ Challenges: _____		
TODAY'S FOCUS (20-25 minutes)		
Data/Instructional Focus: Identification of Problem: Proposed Action: Teacher(s) Action(s): Intervention Specialist(s) Action(s): Principal Action(s):		
PLANNING FOR NEXT MEETING (3-5 minutes)		
Data/Instructional Focus: Date: _____ Time: _____ Location: _____ Facilitator: _____ Recorder: _____ Timekeeper: _____ Snack Provider: _____ Materials Needed: _____ Additional Comments:		